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Sent: Friday, January 25, 2013 3:13 PM
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/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Jill.Watts;
Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah, Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Cabral, Randal (DPH); Calvagna, Patricia (DPH); Cambria, Marguerite (DPH); Carey, Lisa (DPH); Carson, Susan (MED); Casaletto, Linda (DPH); Cash, Steve (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe (DPH); Chen, Karen (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz, Carol (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado, Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Dooley, Jacqueline (DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi, Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson, Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce (DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant, Latania (DPH); Lancto, Denise (DPH); McCollem, Tom (EHS); McCue, Terry (DPH); McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina (DPH); McVarish, Marianne (DPH); Mendes, Marjorie (DPH); Muzhuthett, Paul (DPH); Nguyen-Vu, Elizabeth (DPH); O'Brien, Elisabeth (DPH); OConnell, Kathy (DPH); OConnor, Ron (DPH); Penrose, Kate (DPH); Phillips-Scott, Sadie (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley, Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della (DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie (DPH); Tessier, Susan (DPH); Thermo, Marjorie (DPH); Thompson, David (DPH); Tyson, Julie (DPH); Walker, Patricia (DPH)
Cc: Shetler, Christopher (EHS)
Subject: Reporting Holiday Hours for Monday January 21, 2013
Importance: High

Hi Everyone,
There are still quite a few employees showing on the Holiday exception report for not reporting there holiday or not reporting holiday comp time.

Please remind staff within your units:

If they took the holiday off they need to report HLN 7.5 hours

If they worked that day they need to report REG 7.5 and HWC 7.5 to get the comp hours

If they were not schedule to work on Monday they still need to report HWC to receive comp hours they are still entitled too

If they work a 4 day work schedule they are "only" entitled to receive 7.5 of HLN.....hours over 7.5 will need to be charge to other leave balances

If they are a part-time employee they are only entitled to a pro-rated portion of hours, they need to take their part-time hours and divide them by 5 to get their working day, that number of hours is what they are entitled to, any schedule hours over will need to be charge to available vac, per or comp hours for the remainder of the day.

Thanks
Suzana and Chris